

Package 52E (odd)

# KLIPTO SCHOOL OFFICERS' BLANKS



FOR SUB-DIRECTOR  
In School Township---Odd



## IMPORTANT NOTE TO OFFICERS AND DIRECTORS

Please hand all left-over supplies to your successor. He must have them. Your district has paid for these and they must not be wasted.

Extra copies of any of the blanks may be secured from your County Superintendent or from the publishers. Section numbers refer to the latest edition of School Laws of Iowa and Code of Iowa.

BLANKS FOR ENTIRE YEAR		USE OF EACH BLANK
1—52Eec. Instructions to Voters.		To be posted in the Voting Room.
3—52E1. Notice of Regular Election.	Ten Days Before Election	Post not less than three Notices of Regular Election not later than ten days before the second Monday in March. (Sec. 4216-c1, c3). One should be posted in front of school building.
1—52E2. List of Voters and Election Returns	At Election	Return immediately following Election to School Township Secretary in Envelope
7—52E3. Ballots for Subdirector	Detach on Perforation	Voting at all school elections shall be by ballot or voting machines. (Sec. 4216-c13).
1—52E3A. Envelope for Returns	For Election Returns	Judges of Election shall canvass the vote and shall issue certificates to all officers elected. Sec. 4216-C19.
1—52A2. Certificate of Appointment		Used only in case of filling vacancy.
1—52A5. Certificate of Election	When Elect- ed 2nd Monday in March	Judges of Election shall declare person receiving the high- est vote elected and issue a Certificate of Election to such person. (Sec. 4216-c19).
1—52A4. Oath of Office		Directors and Officers shall qualify by taking oath, as required under Sec. 4216-c23.
1—52E4. Certificate of Special Tax.	After Annual Sub-District or Special Election	The voters of a sub-district may vote to raise a greater amount of schoolhouse tax than that voted by the voters of School Township. (Sec. 4219).
2—52-D5. School Census Report (Used only in even numbered years.)	By June 20	Subdirector shall take Census between the 1st and 15th of June of each EVEN numbered year and report to the Secretary. Sec. 4235.
6—52C5. Teacher's Contract	To Make Con- tract Valid Teacher Must Have Cer- tificate	Contract with Teacher shall be signed by President and Teacher and filed with the Secretary. See Sections 4223, 4229, 4230. For Minimum Wage Law, see Sec. 4341.
1—52E8. Order on Secretary for Teacher's Salary 1—52E8b. Order on Secretary	Each School Month and as needed	For Teachers Salary and for other expenditures, as may be required by School Board. (Sec. 4224).

PUBLISHED AND DISTRIBUTED BY

**Klipto Loose Leaf Company**  
Mason City, Iowa



FOR SUB-DIRECTOR

BALLOT

FOR SUB-DIRECTOR  
(Vote for One)

BALLOT

FOR SUB-DIRECTOR  
(Vote for One)

BALLOT

FOR SUB-DIRECTOR

BALLOT

FOR SUB-DIRECTOR  
(Vote for One)

BALLOT

FOR SUB-DIRECTOR  
(Vote for One)

BALLOT

READ INSTRUCTIONS CAREFULLY. Fill in blanks and return to your School Township Secretary immediately following election.

4216-c7. Polling Place. . . . . In sub-district elections the sub-district shall constitute a single voting precinct. . . . . In sub-districts the sub-director shall determine a suitable polling place except that if there is no sub-director the polling place shall be selected by the voter who posts the notices.

4216-c9. Opening Polls. . . . . In sub-districts the polls shall open not earlier than nine o'clock a. m., nor adjourn before twelve o'clock noon, but shall remain open not less than two hours.

4216-c10. In subdistrict elections the judges shall consist of the subdirector and two qualified electors selected by the voters present at the polling place. If the subdirector is absent or refuses to serve as such judge, or if an elector selected as judge refuses to serve, the voters present shall select a judge to take his place.

4216-c11. Oath Required. All judges or clerks of election shall qualify before opening of polls by taking the oath as provided for in Secs. 792 and 793.

4216-c12. Right to Vote. To have the right to vote at a school election a person shall have the same qualifications as for voting at a general election and must have been for ten days prior to such school election an actual resident of the corporation and precinct or sub-district in which he offers to vote.

Legal Qualifications: Any citizen of the United States twenty-one years of age, a resident of the state for six months next preceding the election and of the county in which he claims to vote, sixty days. Art. II, Sec. 1, Iowa Constitution.

4216-c13. Method of Voting. Voting at all school elections shall be by ballot or by voting machines.

4216-c19. Canvassing the Votes. . . . . In a sub-district the judges shall canvass the vote for sub-director and issue a certificate of election to the person receiving the highest number of votes, and shall immediately notify the secretary in writing of the subdirector elected and the votes for and against all propositions voted upon. They shall also canvass the vote for director-at-large in those sub-districts where a director-at-large is voted for and forthwith make certified returns thereof in a sealed envelope to the secretary of the school township. In all school corporations it shall be the duty of the secretary to cause a permanent record to be made of the vote on each officer and on each proposition submitted to the electors.

4216-c20. Canvassing Returns. On the next Monday after the election in each corporation consisting of more than one precinct and in each school township having an even number of sub-districts the board shall canvass the returns made to the secretary, ascertain the results of the voting with regard to every matter voted upon, declare the same, cause a record to be made thereof, and at once issue a certificate to each person elected.

4216-c21. Tie Vote. If there is a tie vote for any elective school office in any school corporation or sub-district the judges of election or the board canvassing the returns, as the case may be, shall decide the election by lot substantially as provided in Sec. eight hundred eighty-three (883).

4216-c23. Number on Board. . . . . In school townships not divided into sub-districts the board shall consist of three members; in school townships divided into sub-districts the board shall consist of one sub-director from each sub-district.

4216-c24. Term of Office. . . . . In school townships divided into sub-districts the sub-director and the director-at-large, where one is required, shall be chosen for a term of one year. In all school corporations and sub-districts the term of office shall begin at the organization of the board on the third Monday in March.

4216-c33. Application of General Election Law. So far as applicable all laws relating to the conduct of general elections and voting thereat and the violation of such laws shall, except as otherwise in this chapter provided, apply to and govern all school elections.

#### OFFICIAL RETURNS

We, the undersigned, hereby certify that

and

Director and

were selected to serve as judges in

subdistrict

School Township; that the polls were opened at M., and closed at M., in accordance with notices as posted. We do solemnly affirm that we did impartially and to the best of our knowledge and ability perform the duties of judges of election and did studiously endeavor to prevent fraud, deceit and abuse in conducting the same, and that following is a true return of the votes cast:

At an election held at

in

Subdistrict,

Township,

County, State of Iowa,

on the day of March, being the second Monday, A. D. 19

There were

(Write out number in words)

ballots cast for Sub-Director, of which

had

ballots

had

ballots

had

ballots

There were having even number of sub-directors), of which

had

had

ballots

ballots

ballots cast on the following proposition:

of which

votes were for the Proposition,

and

votes were against the Proposition.

Respectfully signed,

(See Reverse Side)

Judges of Election.



BALLOT  
FOR SUB-DIRECTOR  
(Vote for One)

---

BALLOT  
FOR SUB-DIRECTOR  
(Vote for One)

---

BALLOT  
FOR SUB-DIRECTOR  
(Vote for One)

---

BALLOT  
FOR SUB-DIRECTOR  
(Vote for One)

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BALLOT  
FOR SUB-DIRECTOR  
(Vote for One)

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BALLOT  
FOR SUB-DIRECTOR  
(Vote for One)

---

BALLOT  
FOR SUB-DIRECTOR  
(Vote for One)

---

BALLOT  
FOR SUB-DIRECTOR  
(Vote for One)

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Form 52-E3 KLIPPTO LOOSE LEAF CO., MASON CITY, IA. Sec. 4211-b4.

(Detach on perforation before issuing to voter)

Be sure to have an ample supply of ballots on hand. If more are needed, notify your County Superintendent as to number.



Form 52-A2. KLIPTO LOOSE LEAF CO., MASON CITY, IA.

(Sec. 4223, Code of Iowa)

## Certificate of Appointment of School Officers

(Used only in case of filling vacancy)

To \_\_\_\_\_, 19\_\_\_\_

You are hereby notified that, at a meeting of the Board of Directors of \_\_\_\_\_ School  
of \_\_\_\_\_ in the County of \_\_\_\_\_  
and State of Iowa, held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, you were duly  
appointed \_\_\_\_\_ in and for said School District to fill the vacancy occasioned by the  
\_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Board of Directors

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Secretary of the Board of Directors

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\_\_\_\_\_  
Secretary of the Board of Directors



# CERTIFICATE OF ELECTION

NOTE: JUDGES WILL PLEASE PRESENT CERTIFICATES TO OFFICERS-ELECT

We hereby certify that, at a regular or \_\_\_\_\_ meeting of the electors of the { School Corporation } of \_\_\_\_\_  
 \_\_\_\_\_, \_\_\_\_\_ Township, in the County of \_\_\_\_\_  
 and State of Iowa, held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
 \_\_\_\_\_ was duly elected \_\_\_\_\_ of said dis-  
 trict for a term of \_\_\_\_\_ years, commencing \_\_\_\_\_, 19\_\_\_\_, to succeed  
 Dated \_\_\_\_\_, 19\_\_\_\_

JUDGES  
OF  
ELECTION

1  
2  
3

NOTES: (a) A tie vote for any elective school office shall be publicly determined by lot forthwith, under the direction of the judges. Sec. 4216-c21.  
 (c) The term of director begins on the third Monday in March following his election, except in case of special elections as provided in Sec. 4216-c30.  
 (Sec. 4216-c24). OATH OF OFFICE: Any member of the board or the county superintendent may administer the oath of qualification to any member elect, the secretary, treasurer, or the president of the board.

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 trict for a term of \_\_\_\_\_ years, commencing \_\_\_\_\_, 19\_\_\_\_, to succeed  
 Dated \_\_\_\_\_, 19\_\_\_\_

JUDGES  
OF  
ELECTION

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Form 32A4. KLIP TO LOOSE LEAF CO., MASON CITY, IA.

#### OATH OF OFFICE—DIRECTORS

If the oath of office is not taken in the presence of the board in session, the following form shall be filled out and signed.

#### QUALIFICATION OF OFFICER NOT REQUIRED TO GIVE BOND.

Sec. 1034. OTHER OFFICERS. All other civil officers, elected by the people or appointed to any civil office, unless otherwise provided, shall take and subscribe to an oath substantially as follows: \* \* \* (Exceptions Sec. 1049-50. Also see 13313).

STATE OF IOWA, \_\_\_\_\_ County, ss.

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially to the best of my ability discharge the duties of the office of \_\_\_\_\_

in \_\_\_\_\_ as now or hereafter required by law.  
(Name of School District)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

(b) OATH REQUIRED. Each director elected shall qualify on or before the time set for the organization of the board of the corporation in which he was elected by taking the oath required of civil officers as provided in Sec. 1034. (Sec. 4216-C28).

(This blank shall be sent to the Secretary).

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(This blank shall be sent to the Secretary).



Form 52A4. KLEPTO LOOSE LEAF CO., MASON CITY, IA.

#### OATH OF OFFICE—DIRECTORS

If the oath of office is not taken in the presence of the board in session, the following form shall be filled out and signed.

#### QUALIFICATION OF OFFICER NOT REQUIRED TO GIVE BOND.

Sec. 1054. OTHER OFFICERS. All other civil officers, elected by the people or appointed to any civil office, unless otherwise provided, shall take and subscribe to an oath substantially as follows: \* \* \* (Exceptions Sec. 1049-50. Also see 13313).

STATE OF IOWA, \_\_\_\_\_ County, ss.

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially to the best of my ability discharge the duties of the office of \_\_\_\_\_

in \_\_\_\_\_ as now or hereafter required by law.  
(Name of School District)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

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(This blank shall be sent to the Secretary).

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in \_\_\_\_\_ as now or hereafter required by law.  
(Name of School District)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

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Form 52A4. KLEPTO LOOSE LEAF CO., MASON CITY, IA.

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I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially to the best of my ability discharge the duties of the office of \_\_\_\_\_

in \_\_\_\_\_ as now or hereafter required by law.  
(Name of School District)

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(This blank shall be sent to the Secretary).







For \_\_\_\_\_ District or  
I hereby certify that this report is a true and  
by the school laws of Iowa, sections 4235 and 43  
June \_\_\_\_\_, 19\_\_\_\_ Sub-District \_\_\_\_\_

SCHOOL CENSUS REPORT

Order Ring Book Binder No. CW-6  
for these Reports. Price 80c.

\_\_\_\_\_ Township \_\_\_\_\_ County.  
who should be included in the school census, as required

### USE OF THIS REPORT

The laws of Iowa provide residents of the school district:

1. All persons between the ages of 5 to 21 years, including those who are physically or mentally handicapped.
  2. All blind persons, regardless of age.
  3. All persons 5 to 35 years of age, who are physically or mentally handicapped.
- The sub-director should file a copy of this report with the secretary of the district not later than June 20. The secretary should preserve these reports as a part of his official records, and as a basis for his report to the county superintendent.
- SUMMARY**

## SUMMARY

	Male	Female	Total
Number between 5 and 21 years of age	.....	.....	.....
Number over 7 and under 16 years of age	.....	.....	.....

(Sub-director or Secretary)  
**INSTRUCTIONS FOR RECORDING INFORMATION**

- INSTRUCTIONS FOR RECORDING INFORMATION**
- Column 1. Name of father, or mother (if father is dead or mother has custody of children.) Give  
2. Name of guardian if children are not under control of either parent.  
3. Postoffice address of person named in column 1.  
4. Name of child; use separate line for each child.  
5. Check under "M" for male, and "F" for female.  
6-7-8. Year, month, and date when child was born. For example, April 5, 1930, is given as  
1930-4-5.  
9. Age in years on June 1.  
10. Put an "x" in this column if the child has not been attending school.  
11. For each child with a physical or mental handicap write in this column the type of  
handicap as: blind, partially blind, deaf, hard of hearing, dumb, defective speech,  
crippled, heart, tubercular, feeble-minded, etc.  
12. In this column give reasons for non-attendance, present address if different than  
that of parents, and other important facts regarding child.  
See space on reverse side for listing those who are blind, and persons 5 to 35 years of age  
with defective speech or hearing.

**5 TO 21 YEARS OF AGE**

[illegible]

(over)



## TEACHER'S CONTRACT

THIS CONTRACT, Entered into by and between....., a legally qualified teacher of the State of Iowa, and the Board of Directors of the.....

School District.....

County of.....State of Iowa.

WITNESSETH, That in consideration of (\$.....).....DOLLARS per school month, the same to be paid at the end of each month, the aforesaid.....

hereby agrees to well and faithfully perform the duties of teacher in the rural independent district or subdistrict Number.....

otherwise known as the.....School, in.....Township, to the best

of.....ability, according to law and the rules legally established for the government thereof, to faithfully and impartially govern and instruct all pupils who may attend said schools; keep a daily record and prepare all reports, as required by Sections 4339, 4340, Code of Iowa, and to furnish such other data and reports as may be required by the Board of Directors and County Superintendent, and furthermore to see that the law providing for display of the United States Flag is complied with, (Sec. 4253, Code of Iowa), and to exercise due diligence in the preservation of all property belonging to the District, such as school house, furniture, flag, apparatus, and such other property as may reasonably come within the limits of

.....supervision, for a term of.....months, commencing on the.....day of.....19.....

### AND IT IS FURTHER AGREED:

- (a) That.....is not at this date under contract with any other school district in the State of Iowa.
- (b) That.....holds a valid certificate which meets the state requirements for approval and will register such certificate with the County Superintendent of.....County, before beginning to teach, as provided by Section 3838, Code of Iowa.
- (c) That.....possesses the scholastic and professional qualifications designated by the Department of Public Instruction of the State of Iowa, for the position specified in this contract.

In consideration of said services,....., President of the Board of Directors of said District, and in behalf thereof, hereby agrees that the schoolhouse and other buildings shall be kept in good repair and in proper condition for the maintenance of the comfort and health of the teacher and pupils; that the school shall be provided with a suitable flag and flag staff in compliance with School Laws of Iowa; and that said teacher shall be provided with fuel, furniture, school records, apparatus and such other fixtures and supplies as are necessary for the best interests of the school; that the schoolhouse shall be scrubbed and cleaned when necessary, all in compliance with Chapter

213, Code of Iowa; and he further agrees that said teacher shall be paid the sum of (\$.....).....Dollars a month for.....school months at the end of each month.

PROVIDED: That in case the certificate of said teacher shall be legally revoked, or shall expire and be not promptly renewed during the term of school designated by this contract or that.....be legally dismissed by the Board of Directors, then said teacher shall not be entitled to compensation after such revocation or expiration of certificate, or dismissal. Provided further, that the salary of said teacher for the last month of the school term shall not be paid unless said teacher shall have made all reports for the school term as required by law, and designated by the County Superintendent of Schools.

PROVIDED FURTHER: That this contract shall remain in full force and effect for the term stated in the contract and shall be automatically continued from term to term thereafter except as modified by mutual consent of the school board and the teacher until terminated by a majority vote of the full membership of the school board, or by written resignation of the teacher before April 15th of each year. Such termination shall take effect at the close of the school year in which the contract is terminated in the manner aforesaid. Provided further, that such contract may be terminated at any time by mutual consent of the school board and the teacher, and provided further that this act shall not affect the powers of a school board to discharge a teacher for cause under and pursuant to section 4237. (See Section 4229 as amended by the 49th G. A.)

IN TESTIMONY WHEREOF, We have hereunto subscribed our names this.....day of.....19.....

Teacher's School Address....., Teacher  
....., President

In School Township.....Subdirector of District No.....

NOTE: This contract should be made out in duplicate. One copy should be given to the teacher and one should be filed with the Secretary of the Board. No board should allow a teacher to commence a term until she has a valid certificate, properly registered with the County Superintendent, and a written contract properly signed by both parties. All agreements must be in writing.



## Teacher's Contract

With

School Dist. of

County of..... State of Iowa

Filed in my office..... 19.....

Secretary.

Form 62-C5. KLIPTO LOOSE LEAF CO., MASON CITY, IA.

## TEACHER'S CONTRACT

THIS CONTRACT, Entered into by and between

qualified teacher of the State of Iowa, and the Board of Directors of the....., a legally  
School District.....

County of.....

WITNESSETH, That in consideration of (\$.....) State of Iowa.

per school month, the same to be.....)



Teacher?

WI

County of

Filed in my office

Form 52-ES. KLIPTO LOOSE LEAF CO., MASON CITY, IA.

### Order on Secretary for Teacher's Salary

To \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_  
Secretary \_\_\_\_\_  
PAY TO \_\_\_\_\_ P. O.  
who has taught \_\_\_\_\_ days beginning on \_\_\_\_\_ Teacher  
and ending \_\_\_\_\_ and is therefore entitled to the sum  
of \_\_\_\_\_ Dollars, (\$ \_\_\_\_\_)  
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Claim No. \_\_\_\_\_  
Form 52-ES. KLIPTO LOOSE LEAF CO., MASON CITY, IA. Sub-Director

### Order on Secretary for Teacher's Salary

To \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_  
Secretary \_\_\_\_\_  
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